



Yarra Ranges **Council**

Community Engagement Policy 2024–2028

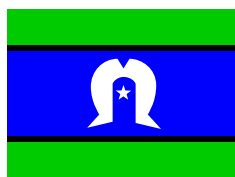
Meaningful and Transparent

Acknowledgement of Traditional Owners

Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nations as the Traditional Owners and Custodians of these lands and waterways.

We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region.

We proudly share custodianship to care for Country together.



Revision history

| Version | Date | Summary of revisions |
|------------|------------|--|
| 2021 - 1.0 | April 2021 | Community Engagement Policy (Original) |
| 2023 - 1.0 | 2024 | Updates include the addition of key roles and responsibilities and how community engagement contributes to Council decision making. Some language and concepts have been simplified. Endorsed by Council (Insert date) |

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a minor update to legislation or a website link, which does not have a material impact. Any change or update which materially alters this document must be by resolution of Council.

Effective Date: Insert date endorsed by Council

Review Date: June 2028

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Introduction

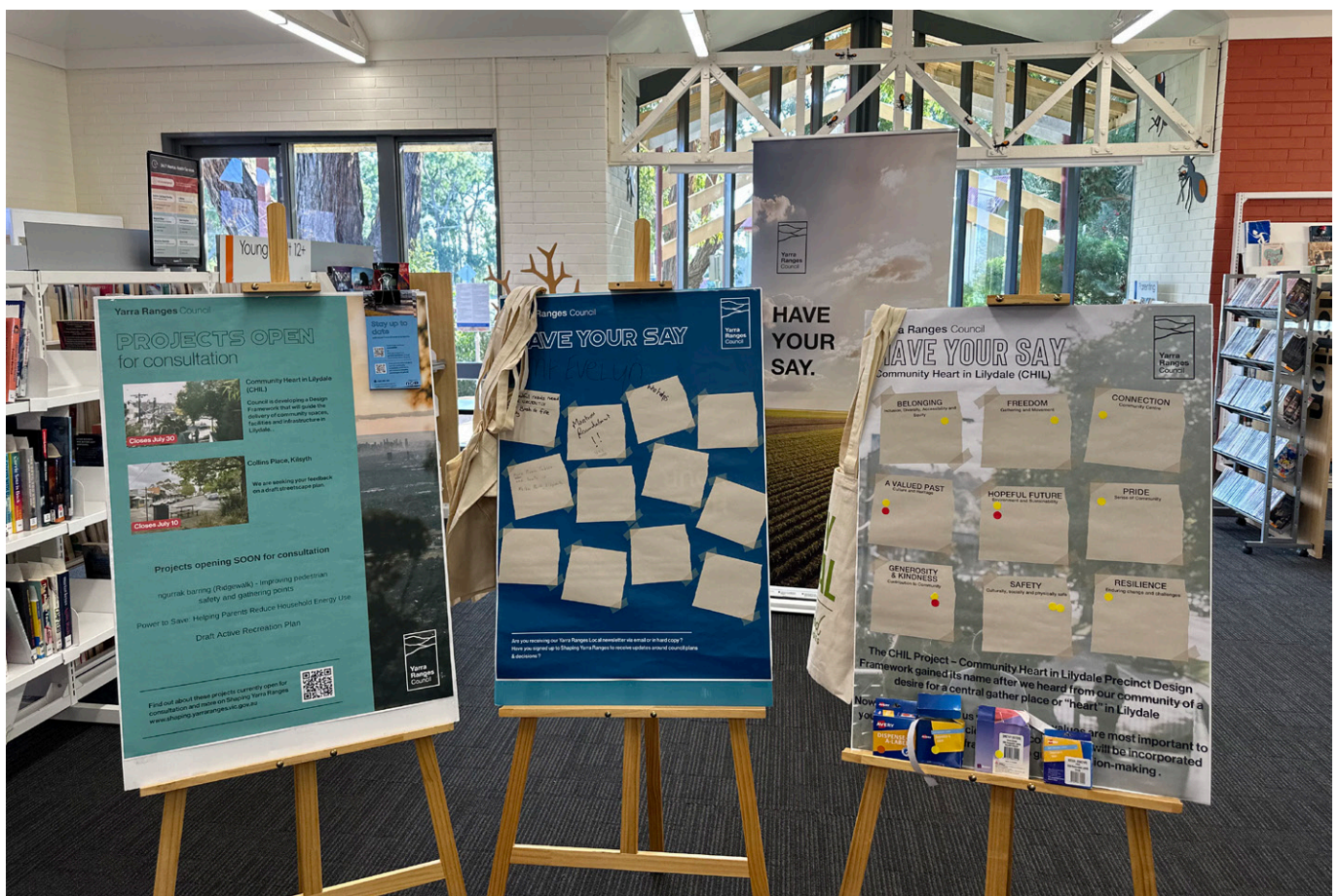
Community Engagement at Yarra Ranges Council includes a wide range of activities aimed at involving the community in Council's decision-making processes.

While community engagement is a legislative requirement under the Local Government Act 2020 (the Act), it also plays a critical role in ensuring Council decisions reflect the needs and expectations of the community and other stakeholders. Meaningful community engagement provides valuable information and insights, to assist Council when making decisions and helps to make sure our plans meet the current and future needs of our community.

Yarra Ranges is the largest local government area in Melbourne with over 55 townships and almost 160,000 people. We are made up of many varied and diverse communities, which is why we love living and working here, but this can also make hearing from all those who want to get involved challenging at times. We are committed to constantly reflecting on and improving the ways we hear from our communities and embedding a culture committed to meaningful engagement with our communities.

This policy is our commitment to engaging in a meaningful way about decisions that affect our community. It also demonstrates the value we place on our community's feedback and their right to be involved in the Council's decision-making processes.

We want to acknowledge community, key stakeholders and council staff who provided input into both the original and revised version of the Policy.



Purpose

The purpose of the Policy is to outline Yarra Ranges Council's commitment to meaningful community engagement and how we put into practice the community engagement principles prescribed by the Act.

The Policy:

- ✓ reflects the value we place on our community's feedback and their right to be involved in Council's decision-making processes.
- ✓ guides council staff responsible for planning, designing and implementing formal community engagement, to hear from the community and inform decisions of Council.
- ✓ promotes a coordinated, accessible and consistent approach to community engagement.
- ✓ is related to formal community engagement processes that are purposeful, intentional and planned.
- ✓ outlines how Council will keep the community informed about the outcomes of processes.
- ✓ aims to improve community confidence about the processes involved in providing feedback to Council.
- ✓ details the commitment to gender equity, diversity and inclusion by valuing diverse voices and understanding that people in our community are impacted by Council decisions in different ways.

Scope

The Policy applies to the planning, design, implementation and evaluation of formal community engagement activities delivered by Council.

It does not apply to consultation activities prescribed in other legislation, such as those related to planning permit applications and planning scheme amendments, governed by the Planning and Environment Act 1987.

The Policy outlines the considerations behind who, when and how we engage, and supports Council as an organisation to apply a coordinated and consistent approach, keeping community at the centre of our decision making.

Complying with the Policy is the shared responsibility of all employees, Councillors, contractors and external consultants acting on behalf of Council.



Levels of responsibility

| Who | Roles and responsibilities |
|---|---|
| Councillors | <ul style="list-style-type: none"> • Consider the outcomes of the community engagement, together with other key information when making decisions. • Champion the commitment and principles of engagement through leadership, modelling best-practice and measured decision-making. |
| CEO and Directors | <ul style="list-style-type: none"> • Confirm matters under consideration are informed by the appropriate level of community engagement. • Champion better practice community engagement through policy, process and leadership. • Monitor implementation and compliance with the policy. |
| Managers and Executive Officers | <ul style="list-style-type: none"> • Manage areas of responsibility to make sure community engagement is consistent with the policy. Ensure that community engagement and communication activities are a budgeted for. |
| Staff | <ul style="list-style-type: none"> • Undertake community engagement activities with the policy and build capacity through training opportunities. |
| Community Engagement team | <ul style="list-style-type: none"> • Review the policy. • Provide advice to the organisation on implementing the policy as required. |
| Contractors and external consultants acting on behalf of Council | <ul style="list-style-type: none"> • Undertake community engagement activities consistent with the policy. |

The Policy is one of several resources available to support Council officers to plan, deliver and evaluate community engagement projects and processes.

Guidelines and advice are available for council staff on the internal **Community Engagement Hub** and by connecting with the **Community Engagement** team. Training and professional development opportunities for staff are also available, to support the continuous improvement of community engagement planning and delivery at Yarra Ranges.

What is community engagement?

The term 'community engagement' can be used in many ways. At Yarra Ranges Council and in the Policy, it is defined as

'An intentional, planned process to provide opportunities for people to have a say on decisions by Council that will have an impact on them now or into the future'.

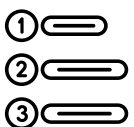
Community engagement



provides an opportunity for the community to shape the plans and decisions that affect their current and future needs.



helps inform Council's strategic direction, planning and decision making.



provides Council with a better understanding of community priorities and sentiments on important issues.



considers accessibility and diversity to make sure a range of voices are heard.

Formal community engagement processes, as referred to in the Policy, seek community input to inform decisions.

These processes are only one way our community can have a say on matters that are important to them and get involved in the work of Council. We are committed to building strong community relationships and welcome community participation. Other ways the community can become involved with Council include:

- attending community events delivered by Council
- attending Council meetings
- nominating to be part of an advisory group or committee
- registering on Council's **'Shaping Yarra Ranges'** platform to find out about community engagement opportunities
- sharing opportunities to get involved within local networks
- signing up for regular e-newsletters to keep informed about Council projects and news
- volunteering in Council programs for the community

Further information on these opportunities can be found at www.yarraranges.vic.gov.au





How does community engagement contribute to Council decision making?

Yarra Ranges is the largest local government area in Melbourne geographically with over 55 townships and is home to just under 160,000 residents.

Council provides over 120 services across the municipality and has many legislative, regulatory and community responsibilities.

Our broad municipality, with distinct regions and identities, often presents diverse community needs and opinions from residents and others impacted by Council decisions, including businesses, service providers, community organisations and visitors.

From the beginning of a community engagement process we will be transparent with the community about how the feedback will be considered by decision-makers. Depending on the type of decision required, the decision makers may be Councillors, Executive or senior officers within council with delegated authority.

The findings from community engagement will be presented to the relevant decision makers with officer recommendations based on analysis of the engagement outcomes, community feedback gathered from other sources within council, reference to any legislative requirements, consideration for Council's roles, responsibilities and available resources.

The results of all community engagements need to be balanced with the following elements to inform decision making.



Community engagement

- Community input into decision making
- Impact on the local neighbourhood and community as a whole
- Balanced needs of the community
- Guided by this policy and organisational guidelines



Legislation, strategies and policies

- Local Government Act 2020 and other relevant legislation
- Priorities established in existing Council strategies and plans
- Organisational policies
- Recognised best practice



Evidence and data

- Research
- Benchmarking
- Customer insights
- Service and usage data
- Costs or savings related to the outcomes



Professional expertise

- Operational experience
- Technical expertise
- Advice and recommendations from Advisory Committees and officers
- Short-term and long-term implications of decisions
- Risk Analysis

Community engagement principles and commitments

All community engagement within the scope of this policy is informed by the community engagement principles, set out in Section 56 of the Act. We have built on these principles to demonstrate Council's commitment to community engagement and reflect the expectations of the Yarra Ranges community.



Community engagement principles, defined in **the Act**¹

Yarra Ranges Council's commitment: **We will...**

A community engagement process must have a **clearly defined objective and scope**.

- Be clear about the objectives and scope of all community engagement projects, including each relevant phase.
- Be clear about why, how and who we are seeking input and feedback from.
- Be clear about the level of engagement.
- Make sure community engagement is meaningful to participants and can inform decision making.

Participants taking part in community engagement must have access to **objective, relevant and timely information** to inform their participation.

- Provide adequate information about the context of each project and what is negotiable/non-negotiable to support participants to provide informed feedback.
- Provide clear, impartial and easy-to-understand information about the project and the engagement process.
- Give participants enough time to learn about the project and how to get involved.
- Give participants clear ways to ask questions about the project or community engagement process

Participants taking part in community engagement must be **representative** of the persons and groups **affected by the matter** that is the subject of community engagement.

- Make sure those who are or may be affected by a decision are given an opportunity to inform that decision.
- Seek a range of perspectives from a broad cross-section of community.
- Respect diverse views and request mutual respect between all parties.
- Actively listen without judgment to what people say.

Participants taking part in community engagement are entitled to **reasonable support** to enable **meaningful and informed** engagement.

- Plan inclusive, equitable and accessible engagement activities.
- Use a range of engagement tools to reduce physical, social and cultural barriers to participation.
- Consider the needs and perspectives of all groups that may want to be involved in the process and provide accessible information to support meaningful participation.

Participants taking part in community engagement are **informed of** the ways in which the community engagement process will **influence** Council decision-making.

- Be clear about how much opportunity there is for the community to influence a decision, as described in the IAP2 spectrum.
- Clearly communicate the stages in the process and how input will be used.
- Where possible, provide feedback on where the input has not been incorporated into the outcome and explain the reasons for the decision.
- 'Close the loop' with the community on what we heard, in a timely manner.

¹ Local Government Act (VIC) 2020, Part 2., Division 1, 9/(b)

When Council will engage

The following is a list of criteria to assist when planning for and delivering meaningful, transparent and appropriate community engagement.

In situations when a project or issue meets criteria in both sections, the determining factor will be if there **is/ is not** a genuine opportunity for input to inform, change or influence a decision.

Council will engage when:

- ✓ There is a genuine opportunity for input to change or influence a decision.
- ✓ Reviewing or creating strategic plans that will guide the future direction of Council.
- ✓ Developing major capital works and infrastructure projects.
- ✓ There is a statutory requirement to do so under the Local Government Act 2020.
- ✓ A decision is likely to have major impact on the health and wellbeing, environment or economy of the community, or an identified portion of the community.
- ✓ Local experience, information and evidence is needed to make an informed decision.

Council will not engage when:

- ✗ There is no opportunity for input to change or influence a decision.
- ✗ During the time immediately before a Council election or by-election, in line with our **Election Period Policy**.
- ✗ Decisions or actions need to be made immediately, due to an unacceptable risk to the community or council staff. For example, in an emergency or due to occupational health and safety.
- ✗ When Council is not the decision maker.
- ✗ Where legal or commercial in confidence restrictions prevent it.
- ✗ Decisions are related to Council's day-to-day organisational operations.

When Council is not directly seeking feedback from the community under the conditions outlined above, wherever possible we will still provide relevant information to our community and stakeholders.

Who Council will engage

Community engagement seeks to connect with a diverse range of community members and stakeholders, to make sure people who may be impacted by Council decisions are given the opportunity to be involved in the process.

Some projects might impact the whole community and others may be more localised or only impact certain groups in our community. As a result, **stakeholder mapping** is a key part of planning for any community engagement process. This is done to make sure we reach relevant groups and individuals in the community, who have the potential to be impacted by the project or decision.

When planning for community engagement, consideration will be given to how we can reach and hear from a range of people with diverse backgrounds and life experiences. This will include but is not limited to:

- men, women, girls and boys and gender-diverse people
- young people
- older people
- families
- First Nations people
- culturally and linguistically diverse people
- migrants, refugees and asylum seekers
- people with disability and their carers
- people experiencing social isolation or socio-economic disadvantage
- people experiencing homelessness
- people who identify as LGBTIQ+

Additional barriers that also need to be considered when planning include:

- levels of literacy
- access to technology and internet
- physical access to attend in-person activities
- access to transport and distance to in-person activities

We will design engagement processes to be as accessible as possible, so everyone has an opportunity to participate and provide their input. We are committed to providing reasonable accommodations to support people to participate on request, wherever possible.

Under the Gender Equality Act 2020, Council must consider the gender impact of its policies, programs and services. To do this, Council is required and committed to doing Gender Impact Assessments (GIA) on relevant projects.

GIAs apply an **intersectional approach**, to consider how gender inequality can be compounded by other disadvantage or discrimination a person may experience, based on factors such as Aboriginality, sexuality, age, disability, ethnicity and socio-economic status. Community engagement practices and principles outlined in this policy support this approach and the GIA processes complement the planning required for community engagement.

How Council will engage

Deciding the level of engagement

Yarra Ranges Council's community engagement is based on the IAP2 Spectrum of Engagement, illustrated in the table below. This spectrum identifies and defines five levels of engagement and details our promise to the community for each level of engagement.

Levels of engagement may be different for separate phases of a project and for different stakeholders based on interest, influence and impact.

| Inform | Consult | Involve | Collaborate | Empower |
|--|---|--|--|---|
| Community Engagement Goal | | | | |
| To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and or solutions | To obtain public feedback on analysis, alternatives and/or decisions | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution | To place final decision making in the hands of the public |
| Council's promise | | | | |
| We will keep you informed | We will keep you informed, listen to, and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decisions | We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decisions | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible | We will implement what you decide |
| Tools for each engagement level may include, but are not limited to: | | | | |
| Social media, Council website, Media, Newsletters, Emails, SMS, | 'Shaping Yarra Ranges', Surveys, Submissions, Roadshow popups, | Focus groups, Workshops, Advisory Committees | Community panels, Stakeholder meetings | Ballots, Delegated decision |

*adapted from the IAP2 Spectrum. Copyright © International Association for Public Participation. Please visit www.iap2.org for more information.

Communicating engagement opportunities

Each level of engagement is supported by communication (Inform) about the opportunity to get involved in the related community engagement activities. Methods for informing the community about engagement opportunities include, but are not limited to:

- Council's website, e-newsletters, *Shaping Yarra Ranges* (engagement platform)
- Direct mail, emails and text (SMS) messages
- Flyers, posters and signs
- Media releases and newspaper articles,
- Social media promotion.

Decisions on which communication methods are applied are based on many factors including, the scale and impact of the project, allocated budget, staffing resources and more.

Selecting the engagement approach

When planning community engagement many things influence the type of engagement selected. Council is guided by the community engagement principles in the Act, our commitments in this policy, and where prescribed, under the other relevant legislation or regulations.

There are two main approaches to community engagement in local government.

Deliberative engagement

Deliberative engagement is a principles-based approach to community engagement, ideally suited to tackling complex and challenging matters. It involves **representative engagement**, made up of a group of people with diverse views, deliberating on a complex issue or problem.

There are several ways deliberative engagement processes can be delivered, however, key characteristics of the approach include:

- ✓ extensive information provided to participants
- ✓ access to subject matter experts to gain deeper insights
- ✓ time to absorb, debate and discuss the information
- ✓ time to consider the problem, usually delivered over several sessions
- ✓ the group aims to arrive at an informed consensus, decision, or recommendation/s
- ✓ a neutral facilitator (not Council) to guide the session.

An example of a deliberative practice includes representative Community Panels.

Deliberative engagement has been identified for specific projects within the Act, however, it may also be used for other relevant projects requiring deep, considered informed responses to complex issues. At Yarra Ranges, deliberative engagement processes will be part of a broader community engagement plan to make sure the community also have an opportunity to contribute and learn about the process.

Participatory engagement

This approach invites the community to share their ideas, views or feedback for consideration by Council when making decisions. This may include asking the community for local knowledge or experiences when starting a project or providing opportunities to give feedback on already prepared draft plans, designs or documents.

The specific tools (e.g. surveys, polls, focus groups, workshops etc) will be determined depending on the context of each specific project.

Section 223 process

Section 223 of the Local Government Act 1989 legislates the right to make a submission to Council and outlines the steps of this form of engagement; this is often referred to as a 'Section 223 process'. The steps include but are not limited to; publishing a public notice, being open for exhibition for a minimum 28 days and establishing a special committee to hear formal submissions. With the introduction of the Act this prescriptive approach is no longer necessary for several Council matters. On matters previously governed by a Section 223 process, Council will develop an appropriate engagement approach based on legislative requirements and by applying the Policy.

Below is a list of council matters and the relevant engagement approach based on legislation. This list is by no means exhaustive, and all community engagement projects must be discussed with the Community Engagement team, as part of the planning phase to determine the most appropriate approach.

Policy, process or project

Deliberative engagement, identified in the Act for the development of the following:

- Asset Plan
- Council Plan
- Community Vision
- Long Term Financial Plan

Participatory engagement, required by the Act and/ or other relevant legislation:

- Acquiring or selling land
- Lease agreements (Appendix 1)
- Annual Budget
- Making and amending a local law (Appendix 1)
- Changing Council's system of land valuations for Council rates
- Naming or renaming a street/community facility
- Declaring a special rate or special charge
- Policy development/review
- Disability Action Plan
- Road Management Plans
- Domestic Animal Management Plan
- Health and Wellbeing Plan

This policy does not apply to the following:

- Planning scheme amendments, public exhibition outlined in the Planning and Environment Act 1987
- Statutory planning, including planning permit applications, as directed under the Planning and Environment Act 1987

Determining the tools for engagement

With a municipality as diverse as Yarra Ranges, there is no 'one size fits all' way of hearing from our community. All engagements will differ, because our communities, needs and concerns are all different.

Engagement tools can include, but are not limited to:

- creative activities e.g. art, writing or photography
- drop-in sessions to meet with technical experts
- focus groups
- interviews or vox-pops
- polls
- pop-ups
- facilitated public meetings and forums
- Shaping Yarra Ranges, Council's digital platform
- stakeholder meetings
- surveys
- workshops

Any combination of these tools may be applied in planning for meaningful, transparent and appropriate community engagement. In most cases, it is appropriate to use more than one type of tool to reach different stakeholders.

Determining the most appropriate tools involves considering the following:

- legislative requirements
- level of resourcing available
- outcomes of stakeholder mapping, including potential barriers for participants
- the ability of the community to influence the decision
- the complexity of the issue
- the potential impact on the community

What does consistency look like?

It is important to note that while the approaches and tools for each engagement project may look different, there will be consistency for community through the application of the principles and commitments outlined in the Policy, including:

- ✓ clear objectives and scope
- ✓ clear ways to ask questions about the project or process
- ✓ being clear about how much opportunity there is for the community to influence a decision
- ✓ communicating the stages in the process and how input will be used
- ✓ 'closing the loop' with the community on what was heard, in a timely manner

Informing the community of engagement outcomes

Council will inform participants of engagement processes and the broader community about updates and outcomes, through our online engagement platform 'Shaping Yarra Ranges.'

We will also inform participants who have asked to be kept informed and provide their contact details directly.

When the outcome requires a decision by Council, a community engagement summary will also be available with the relevant report, available on Council's website.

Evaluation and performance

Council is committed to measuring and evaluating the reach and effectiveness of our community engagement practices. Resources will be allocated to support evaluation activities of identified projects and related outcomes. The evaluation outcomes will be reported back to Council and the community.

We are also committed to ongoing continuous improvement and innovation in community engagement. An overview of key improvements will be documented in the Council Annual Report.

Future reviews of this Policy will incorporate considerations of the impact of the policy on practice; in designing, planning and implementing meaningful community engagement.



Legislative context

Local Government Act 2020

The Act sets out the overarching governance principles, role, purpose, responsibilities and powers of local governments, including the provision of significant long-life infrastructure. The Act requires an integrated strategic reporting framework that includes:

| | |
|--------------------------|---|
| Community Vision: | describes Council's aspirations for the future of the municipality. |
| Council Plan: | as Council's principal strategic document, which includes Council's long-term strategic objectives. The Council Plan is further supported by a long-term Financial Plan and Asset Plans to help guarantee sustainable service delivery. |
| Financial Plan: | the key financial planning document that is governed by a series of financial strategies and accompanying performance indicators that Council considers and adopts. |
| Asset Plan: | sets out how Council proposes to manage the assets under its control, to help achieve the objectives defined in the Community Vision and Council Plan. |

The Act also outlines the legislative requirement for Council to develop and maintain a Community Engagement Policy.

Gender Equality Act 2020

Under the Gender Equality Act 2020, Council must consider the gender impact of its policies, programs and services. To do this, Council is required and committed to doing Gender Impact Assessments (GIA) on relevant projects. GIAs apply an **intersectional approach**, to consider how gender inequality can be compounded by other disadvantages or discrimination a person may experience, based on factors such as Aboriginality, sexuality, age, disability, ethnicity and socio-economic status. Community engagement practices and principles outlined in this policy support this approach and the GIA processes complement the planning required for community engagement.

<https://www.genderequalitycommission.vic.gov.au/about-gender-equality-act-2020>

Charter of Human Rights

Council must act in a way that is compatible with the Charter of Human Rights and Responsibilities Act 2006. This policy has been assessed as being consistent with that Act and promotes the rights of the community to:

- not to have their privacy interfered with (section 13)
- have freedom of expression (section 15)
- take part in public life (section 18)

Other relevant legislation

- Child Wellbeing and Safety Amendment Bill 2021
- Disability Act 2006
- Domestic Animals Act 1994
- Equal Opportunity Act 2010
- Privacy and Data Protection Act 2004
- Planning and Environment Act 1987
- Public Health and Wellbeing Act 2008
- Road Management Act 2004

Relationship with Council Plan

Being aware of and informed by the current and emerging needs of our community is vital for Council to deliver on the Key Strategic Objectives as detailed in the Council Plan.

Community engagement is one fundamental way Council gains insight to support informed decision making.

Figure 1 - Council's key strategic objectives



Connected and Healthy Communities

Communities are safe, resilient, healthy, inclusive and socially well connected. Quality services are accessible to everyone.



Quality Infrastructure and Liveable Places

Quality facilities and infrastructure meets current and future needs. Places are well planned and are hubs of activity that foster wellbeing, creativity and innovation



Protected & Enhanced Natural Environment

A healthier environment for future generations.



Vibrant Economy, Agriculture and Tourism

Our tourism, agriculture, health, manufacturing and other industries are leading and dynamic. Strong investment and attraction underpins sustainable economic growth and job creation.



High Performing Organisation

An innovative, responsive organisation that listens and delivers quality, value for money services to our community.

Other relevant Council policies

Child Safety and Wellbeing Policy

Council acknowledges the importance of empowering children and young people to be active participants in their programs and services, through seeking and taking their voices seriously. Council also strives to hear children and young people's voices as active community members and service users, by involving them and their parents or carers and families when making complaints and decisions, especially about matters that affect them.

Council embraces our role in promoting children and young people's participation and in ensuring the community understands the importance of promoting safety and preventing abuse and harm.

Privacy and Health Information Policy

Council views the protection of an individual's privacy and the appropriate use of their personal and/or health information as a demonstration of its commitment toward openness, accountability, and integrity in all our activities and programs. We have adopted a Privacy and Health Information Policy which outlines how we will collect, use, disclose and store personal and health information and this will apply to all community engagement activities undertaken by Council.



Definitions

| | |
|--|--|
| Community Engagement | An intentional, planned process to provide opportunities for people to have a say on decisions by Council that will have an impact on them now or into the future. |
| Community | A community can refer to a group of people living in the same place or having a particular characteristic, interest, affiliation or identity in common. |
| Community members | when talking about community engagement, they are people who have opted to participate in the process. In other transactions or connections with Council, they may be referred to as clients or customers. |
| Council | Yarra Ranges Council. |
| Deliberative engagement | A principles-based approach to community engagement, involving a representative group with diverse views, deliberating on a complex issue or problem. |
| IAP2 | The International Association for Public Participation a member association that seeks to promote and improve the practice of public participation or community and stakeholder engagement. Yarra Ranges Council is a member of IAP2. |
| Intersectional approach | the idea that different social identities, such as Aboriginality, age, disability, ethnicity, gender, race, religion, sexual orientation and other attributes, combine and overlap to create different types of oppression for individuals and groups. |
| Local Government Act 2020 (VIC) | referred to in this policy as the Act. |
| Representative engagement | Actively seeking out and involving individuals or groups impacted by Council's activities, projects or decision-making to make sure a range of viewpoints and values are considered. |
| Stakeholder | Individuals, groups of individuals, organisations or political entities who are interested in or impacted by a Council outcomes or decision. |
| Stakeholder mapping | a process of identifying and listing all the stakeholders of a project and their respective levels of involvement, strategies for reaching and hearing from them as part of the community engagement. |

Appendix 1:

Extracts from relevant legislation

Leasing land:

Details for community engagement on Lease of Land (the Act, Part 5, 115)

(3) A Council must include any proposal to lease land in a financial year in the budget, where the lease is—

- (a) for one year or more and—
 - (i) the rent for any period of the lease is \$100 000 or more a year; or
 - (ii) the current market rental value of the land is \$100 000 or more a year; or
- (b) for 10 years or more.
- (4) If a Council proposes to lease land that is subject to subsection (3) and that was not included as a proposal in the budget, the Council must undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease.

Proposing a local law:

Details for community engagement on Proposing a local law (the Act, Part 3, 73)

- (1) Before a Council makes a local law it must comply with the following procedure.
- (2) The Council must make a local law in accordance with its community engagement policy.
- (3) The Council must publish a notice stating—
 - (a) the objectives of the proposed local law; and
 - (b) the intended effect of the proposed local law; and
 - (c) that a copy of the proposed local law is available for inspection—
 - (i) at the Council's office; and
 - (ii) on the Council's Internet site; and
 - (d) the community engagement process that applies in respect of the making of the local law.

For further details see the Act.

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